



Arizona Department of Transportation

Engineering Consultants Section

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Jane Dee Hull
Governor

May 10, 2000

Victor Mendez
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Director

INFORMATION BULLETIN NO. 00-03

TO: Consultants
FROM: Engineering Consultants Section
SUBJECT: State Travel Policy Revisions

A handwritten signature in black ink, appearing to be "Jmt", is written over the "FROM" line of the distribution list.

Please be advised that the State Travel Policy was revised effective May 1, 2000.

All consultants having contracts through Engineering Consultants Section must adhere to the revised ADOT/State Travel Policy.

Notable changes are as follows:

Mileage Rate -- Increased to \$ 325

Default Lodging Rate -- Increased to \$55.00 per night both in and out of state.

Meal Allowances -- Breakfast increased to \$7.00, Lunch increased to \$7.50 and Dinner decreased to \$15.00.

This action will affect all future modifications and new contracts. The full policy can be viewed at <http://www.gao.state.az.us/travel.html>.

If you have any questions regarding this bulletin, please call Engineering Consultants Section at (602) 712-7525.